



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
FORT SILL, OKLAHOMA 73503

IMSI-ZA

FEB 13 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Monetary Award Guidance for Civilian Employees in Fiscal Years 2012, GC Policy Memo 11-08

1. References.

a. IMCOM memo, 12 August 2011, subject: Policy Memorandum 672-20 – Policy Guidance on Award Limitations for Civilian Employees in FY 2011 and 2012.

b. USAG Fort Sill memo, 1 October 2007, subject: Garrison Civilian Awards and Recognition Program.

2. Purpose. To provide implementing guidance to achieve IMCOM spending limitations imposed on FY12 monetary awards.

3. Applicability. This guidance applies to all IMCOM appropriated and non-appropriated fund employees assigned to Fort Sill, OK.

4. Policy. On 10 June 2011, Office of Personnel Management imposed an FY12 spending limit on cash awards equivalent to 1% of civilian salaries (base plus locality pay). This includes costs associated with Quality Step Increases (QSI). To ensure compliance with this policy, the following process will be adhered to when processing monetary awards for civilian employees assigned to the Fort Sill Garrison.

5. Procedure.

a. Resource Management Budget analyst will provide directors and managers with their annual 1% monetary awards limitation amount. Budget Analyst will include cash award execution as part of the monthly Status of Funds during the course of the fiscal year to ensure the 1% cap is not exceeded. Monetary awards may exceed 1% of an employee's salary as long as the Garrison doesn't exceed 1% of the aggregate payroll for the current fiscal year.

b. Managers will ensure the method used to determine how monetary awards are distributed is fair and equitable. Requesting officials will utilize the DA Form 1256 or the appropriate performance evaluation form as prescribed in AR 690-400 for processing cash awards.

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c. Request will be submitted through Workforce Development, Directorate of Human Resources, for the Garrison's Performance Review Board's review. The Performance Review Board consists of the following members: Deputy to the Garrison Commander, Director of Human Resources, and Resource Management Officer. Upon approval by the board a Requests for Personnel Action (RPA), for the amount of the cash award, will be submitted by the requesting official to the Resource Management Office. Once the budget analyst has determined the cash award is within the 1% monetary awards cap, the RPA will be processed. NOTE: All monetary awards that exceed 1% of an employee's salary and all QSI's must be approved by the Garrison Commander.

d. Managers are encouraged to take full advantage of Time-off awards and 59 minutes as these incentives are not included in the 1% annual cap. Directors can approve up to 24 hours time-off. Any amount greater than 24 hours must be approved by the DGC.

e. This 1% monetary limitation supercedes the amount specified in para 4.a. of reference b.

6. The proponent for this policy is the Directorate of Human Resources.



PAUL S. HOSSENLOPP
COL, FA
Garrison Commander

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